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March 2, 1954

## MEMORANDUM

SUBJECT: Procedures to Improve Coordination of Policy

STAT 1. The Executive Officer of the Operations Coordinating Board [ ] should attend the weekly meeting of the Planning Board at which is given the "briefing" of the immediately preceding Council meeting.

STAT Reason: Under existing procedures, the great bulk of all approved policies are assigned to OCB for coordination. This assignment is reflected in the formal Record of Action and in a formal communication sent by the Executive Secretary of NSC to the Executive Officer of OCB. These formal papers do not reflect the "legislative history" of papers at the Council Meeting, or indicate emphasis as to urgency or special treatment of certain items (often of great importance). [ ] will be assisted in the direction of the Working Groups to which the various policy papers are assigned by obtaining as soon and as accurately as possible an account of the "legislative history" and emphasis referred to. The President being disinclined to increase the number of persons in attendance in the Council chamber, it will be desirable for [ ] to attend the "briefing" sessions at the Planning Board, commencing March 4, 1954.

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2. Distribution of NSC papers should be governed by the following rules:

a. The initial distribution of an NSC paper, outside the NSC staff, is either "Regular", "Limited", or "Special" (ad hoc basis).

b. Distribution of an NSC paper, subsequent to the initial distribution, should be made to the Chief of the requesting agency through the Planning Board Member.

c. No NSC document shall be reduplicated in its entirety by any agency without the express permission of the Executive Secretary, NSC.

d. Agencies concerned will, whenever possible, avoid sending NSC papers outside the United States but shall instead send appropriate extracts to offices with a need-to-know. Notification to the NSC Registry is not required

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where extracts only are transmitted. However, when it is necessary in the opinion of the Chief of the agency that NSC papers be transmitted outside the United States on a need-to-know basis, the NSC Registry shall be notified prior to any such distribution.

e. The NSC Registry will advise the Executive Officer of the OCB, as to each approved NSC paper distributed: (1) whether the initial distribution was "Regular", "Special", or "Limited" (including distribution to all persons not regularly included in such standard distributions, e.g., the Attorney General or the Secretary of Commerce); (2) of any redistribution of the NSC paper in accordance with d above to offices outside of the United States.

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